

**HUMAN RESOURCES**

**BUDGET UNIT: RISK MANAGEMENT (IBP RMG)**

**I. GENERAL PROGRAM STATEMENT**

Risk Management, under the direction of the Human Resources Department, administers the county's self-insured workers' compensation, public liability, property conservation, safety and risk reduction programs, and its insured programs. All programs are paid from self-insurance funds and financed by charging general fund and non-general fund departments, as well as Board-Governed Special Districts and County Service Areas. Each is billed for their specific coverage for the cost to pay losses under the self-insured programs and the cost of insurance for the insured programs. This budget unit consists of staffing and related operating expenses.

**II. BUDGET & WORKLOAD HISTORY**

	<b>Actual 2001-02</b>	<b>Budget 2002-03</b>	<b>Estimated 2002-03</b>	<b>Department Request 2003-04</b>
Total Operating Expense	3,595,779	4,259,651	4,307,025	4,614,219
Total Financing Sources	3,919,490	4,259,651	4,486,951	4,614,219
Revenue Over (Under) Expense	323,711	-	179,926	-
Budgeted Staffing		65.0		65.0
Fixed Assets	38,491	8,429	-	-
<b><u>Workload Indicators</u></b>				
<b>FISCAL SECTION</b>				
Database Transactions	69,052	54,896	108,488	105,000
<b>LIABILITY SECTION</b>				
Auto Accidents	616	608	570	475
Open Claims	1,308	1,389	1,042	1,042
New Claims	1,542	1,727	1,518	1,265
Cases Per Adjuster	187	198	130	130
<b>WORKERS' COMP SECTION</b>				
Open Claims	2,457	2,422	2,630	2,630
New Claims	1,754	1,753	1,904	1,586
Cases Per Adjuster	189	186	202	202
<b>SAFETY SECTION</b>				
Employees Trained	3,800	5,000	7,065	5,000
Emergency Responses	156	85	119	85

**III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS**

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

None.

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**IV. VACANT POSITION IMPACT**

The department has a total of 1.0 vacant budgeted positions in their 2003-04 Department Request Budget. The breakdown of this position is as follows:

Vacant Budgeted Not In Recruitment	1.0	Slated for Deletion
Vacant Budgeted In Recruitment	<u>1.0</u>	Retain
Total Vacant	2.0	

**Vacant Position Restoration Request:**

The department has submitted a policy item for restoration of the 1.0 vacant Clerk II position that is slated for deletion. The County Administrative Office recommends this policy item, which will restore the department's request of 1.0 vacant budgeted position for the Emergency Medical Services Program. This restoration is recommended because it is required for processing of program claims. Administrative costs are fully reimbursed from the state.

CAO Rec	Item	Program	Budgeted Staff	Program Description
x	1	Emergency Medical Services Program	1.0 \$32,002 Revenue Supported	This Clerk II position processes claims from emergency medical service providers for services provided to indigent patients.

**V. OTHER POLICY ITEMS**

None.

**VI. FEE CHANGES**

None.

GROUP: Administrative/Executive  
 DEPARTMENT: Human Resources - Risk Management  
 FUND: Internal Service IBP RMG

FUNCTION: General  
 ACTIVITY: Insurance Programs

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<b>Appropriation</b>					
Salaries and Benefits	3,623,133	3,638,796	329,117	-	3,967,913
Services and Supplies	984,807	920,195	3,852	-	924,047
Central Computer	39,834	39,834	(1,489)	-	38,345
Other Charges	-	1,575	-	-	1,575
Transfers	<u>118,500</u>	<u>118,500</u>	<u>(68)</u>	<u>-</u>	<u>118,432</u>
Total Exp Authority	4,766,274	4,718,900	331,412	-	5,050,312
Reimbursements	<u>(459,249)</u>	<u>(459,249)</u>	<u>-</u>	<u>-</u>	<u>(459,249)</u>
Total Oper Expense	4,307,025	4,259,651	331,412	-	4,591,063
<b>Revenue</b>					
Use of Money & Prop	70,100	-	-	-	-
Current Services	207,200	-	-	-	-
Other Revenue	118,500	50,000	-	-	50,000
Total Revenue	395,800	50,000	-	-	50,000
Operating Transfer In	<u>4,209,651</u>	<u>4,209,651</u>	<u>331,412</u>	<u>-</u>	<u>4,541,063</u>
Total Financing Sources	4,605,451	4,259,651	331,412	-	4,591,063
Total Rev Over/(Under) Exp	298,426	-	-	-	-
Budgeted Staffing		65.0	-	-	65.0
<b>Fixed Asset Exp</b>					
Equipment	-	8,429	-	-	8,429
Total Fixed Asset Exp	-	8,429	-	-	8,429

GROUP: Administrative/Executive  
 DEPARTMENT: Human Resources - Risk Management  
 FUND: Internal Services IBP RMG

FUNCTION: General  
 ACTIVITY: Insurance Programs

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
<b>Appropriation</b>							
Salaries and Benefits	3,967,913	130,582	4,098,495	(32,002)	4,066,493	32,002	4,098,495
Services and Supplies	924,047	(74,872)	849,175	-	849,175	-	849,175
Central Computer	38,345	-	38,345	-	38,345	-	38,345
Other Charges	1,575	(1,575)	-	-	-	-	-
Transfers	<u>118,432</u>	<u>25,037</u>	<u>143,469</u>	-	<u>143,469</u>	-	<u>143,469</u>
Total Exp Authority	5,050,312	79,172	5,129,484	(32,002)	5,097,482	32,002	5,129,484
Reimbursements	<u>(459,249)</u>	<u>(56,016)</u>	<u>(515,265)</u>	-	<u>(515,265)</u>	-	<u>(515,265)</u>
Total Oper Expense	4,591,063	23,156	4,614,219	(32,002)	4,582,217	32,002	4,614,219
<b>Revenue</b>							
Use of Money & Prop	-	70,000	70,000	-	70,000	-	70,000
Current Services	-	225,000	225,000	-	225,000	-	225,000
Other Revenue	<u>50,000</u>	<u>(50,000)</u>	-	-	-	-	-
Total Revenue	50,000	245,000	295,000	-	295,000	-	295,000
Operating Transfer In	<u>4,541,063</u>	<u>(221,844)</u>	<u>4,319,219</u>	<u>(32,002)</u>	<u>4,287,217</u>	<u>32,002</u>	<u>4,319,219</u>
Total Financing Sources	4,591,063	23,156	4,614,219	(32,002)	4,582,217	32,002	4,614,219
Total Rev Over/(Under) Exp	-	-	-	-	-	-	-
Budgeted Staffing	65.0	-	65.0	(1.0)	64.0	1.0	65.0
<b>Fixed Asset Exp</b>							
Equipment	<u>8,429</u>	<u>(8,429)</u>	-	-	-	-	-
Total Fixed Asset Exp	8,429	(8,429)	-	-	-	-	-

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**Base Year Adjustments**

Salaries and Benefits	108,225	MOU.
	202,528	Retirement.
	<u>18,364</u>	Risk Management Workers' Compensation.
	<u>329,117</u>	
Services and Supplies	<u>3,852</u>	Risk Management Liabilities.
Central Computer	<u>(1,489)</u>	
Transfers	<u>(68)</u>	Incremental change in EHAP.
Total Base Year Operating Expenses	<u>331,412</u>	
Total Base Year Financing Sources	<u>331,412</u>	
Rev Over/(Under) Exp	<u>-</u>	

**Recommended Program Funded Adjustments**

Salaries and Benefits	<u>130,582</u>	Step increases for various positions.
Services and Supplies	(11,337)	GASB 34 accounting change (EHAP).
	<u>(63,535)</u>	Decrease for expected spending reduction.
	<u>(74,872)</u>	
Other Charges	<u>(1,575)</u>	Reduced interest costs for lease-purchase of equipment.
Transfers	11,337	GASB 34 accounting change (EHAP).
	<u>13,700</u>	Increased administrative overhead paid to AAA HRD.
	<u>25,037</u>	
Total Expenditure Authority	<u>79,172</u>	
Reimbursements	(56,016)	Increased reimbursements from sub funds due to increased salary and benefit costs.
Total Operating Expenses	<u>23,156</u>	
Revenue		
Use of Money/Property	<u>70,000</u>	Expected interest earnings.
Current Services	<u>225,000</u>	Emergency Physicians Reimbursement program.
Other Revenue	<u>(50,000)</u>	Reclassification of revenue to current services.
Total Revenue	<u>245,000</u>	
Operating Transfer In	(221,844)	Reduced operating transfers-in due to increased revenue from other sources.
Total Financing Sources	<u>23,156</u>	
Rev Over/(Under) Exp	<u>-</u>	
Fixed Asset Exp		
Lease-Purchase Equip	<u>(8,429)</u>	Eliminate budgeted fixed assets.

**Vacant Position Impact Summary**

	<u>Authorized</u>	<u>Budgeted Staffing</u>	<u>Salary and Benefit Amount</u>	<u>Revenue</u>	<u>Revenue Over/(Under)</u>
Vacant Budgeted Not In Recruitment - Delete	1	1.0	32,002	32,002	-
Vacant Budgeted In Recruitment - Retain	1	1.0	75,164	75,164	-
Total Vacant	<u>2</u>	<u>2.0</u>	<u>107,166</u>	<u>107,166</u>	<u>-</u>
Recommended Restoration of Vacant Deleted		1.0	32,002	32,002	-

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**Vacant Position Impact  
Detail**

	<b>Position Number</b>	<b>Budgeted Staffing</b>	<b>Salary and Benefit Amount</b>	<b>Revenue</b>	<b>Revenue Over/(Under)</b>
Note: If position is seasonal indicate next to Classification (Seasonal - May through August)					
<u>Vacant Budgeted Not In Recruitment</u>					
Clerk II	LY300029	(1.0)	(32,002)	(32,002)	-
Total Slated for Deletion		(1.0)	(32,002)	(32,002)	-
<u>Vacant Budgeted In Recruitment - Retain</u>					
Workers Comp Adjuster II	10789	1.0	75,164	75,164	-
Total in Recruitment - Retain		1.0	75,164	75,164	-

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.  
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.